

MANONMANIAM SUNDARANAR UNIVERSITY
DIRECTORATE OF VOCATIONAL EDUCATION

Dr. S.KALIDASS
DIRECTOR

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MSU/R/DVE/A1/VSD/Renewal/Fee/2024-25

Date: 02.04.2024

To

The Co-Ordinator's of all Vocational Skill Development Centres
Affiliated to this University

Sir / Madam,

Greetings from Directorate of Vocational Education, Manonmaniam Sundaranar University !!!

We appreciate your co-operation in conducting the Advanced Diploma, Diploma and Certificate Programmes and other related academic activities during the Academic year 2023-2024.

Submit renewal form:

Any Trust/Agency seeking/willing to renew your VSD Centre approval are directed to download the VSD Centre application form available in the M.S.University website <https://www.msuniv.ac.in/Application-for-elp-centres-Renewal> and pay Rs. 500/- for Application cost, Rs.500/- for Legal Opinion Fee and Rs. 3000/- per programme towards the renewal of approval for the academic year 2024-2025. Other than this application form, any other proforma submitted (or) request letter created on his / her own will be summarily rejected. You are also requested to pay the amount by way of Demand Draft in favor of "The Registrar, Manonmaniam Sundaranar University", payable at Tirunelveli. The fee once paid will not be refunded or adjusted under any circumstances. Further you are requested to send the filled in renewal application form along with the enclosures **on or before 30.04.2024** (strictly all documents listed in the Annexure I are to be enclosed along with Renewal / Inspection Application Form). Even the existing VSD Centres Inspection / Renewal of approval will not be done without these documents. The Co-ordinators are directed to collect from students only the tuition fee prescribed in the renewal approval order.

Submit application for New Programme / Additional Programme / Additional Seats:

In the forth coming Academic year 2024-2025 any Centres willing to apply for new Programme (or) Additional Programme available in the website (or) willing to get Additional Seats are requested to download and submit the prescribed application forms **on or before 30.04.2024** along with prescribed inspection and other fees.

Additional / New Programme approval (or) Additional Seats will be granted after inspection and subsequent Syndicate approval only.

Submit interest on Endowment Fixed Deposit:

Every VSD Centres has to pay the Endowment Fixed Deposit interest of Rs.650/- earned for the year 2023-2024 **on or before 30.04.2024**. Failing which penalty of Rs. 100/- per day will be collected.

Submit Placement Details:

The request for renewal will be considered after evaluation of the admission details & Job Placement records of the previous batch students of the respective VSD Centres. Kindly furnish the placement details of your students. You are directed to give the placement details in the prescribed format available in University website in the Community Colleges in the forms & download link, sub link of VSD Centres of 2021-2022, 2022-2023 batch students of your Centre with utmost care along with renewal application form.

VSD Centres should maintain proper Attendance Register for teaching, non-teaching and students, Fee Collection Register and Income Register. The fee details should be displayed in the notice board for students reference without fail. You are directed to collect only the tuition fee prescribed in the renewal approval order from students.

Next year renewal after inspection only:

Any VSD Centres seeking renewal of approval for the Academic year 2024-2025 after 3 years of initial provisional approval will be renewed only with re-inspection. The VSD Centre seeking renewal has to submit re-inspection application form along with inspection fee. You have to attach the documents listed in the enclosed Annexure – I along with your renewal application form (or) re-inspection application form for the Academic Year 2024-2025. An inspection commission will be sent to the Centres. University Staff / Officer will visit your Centre on any working day (except Sunday) please keep all records in orders.

The renewal of Centre is subject to the final decision of the Syndicate after inspection.

Thanking you,


DIRECTOR

Note : Already a letter has been sent to your Centre on 22.03.2024 to convert the Endowment Fee (Fixed Deposit) into Caution Deposit of Rs.25,000/- in the form of Demand Draft (in favor of The Registrar, M.S. University) You are asked to oblige the same **on or before 30.04.2024**.

ANNEXURE - I

List of Mandatory Enclosures:

1. Photo Copy of the Trust deed / Registration document of the Trust/Society.
2. A) Photo Copy of the Title deed of the ear-marked Building for VSD Centre (or) Photo Copy of rental agreement of the ear-marked VSD Centre building (The rental agreement should be obtained from the owner of the building for the period of the Academic year 2024-2025).
B) Photo Copy of the Title deed of the Land document and ear-marked Building for VSD Centre.
3. Corporation / Municipality approved Building plan of the ear-marked VSD Centre building.
4. Stability Certificate of ear-marked building for the VSD Centre.
5. Blue print of earmarked Class room Space / Lab Space / Office room, Staff room, Toilet, Parking Space in the ear-marked VSD Centre building.
6. Building Tax Receipt for Current Year (2023-2024) and Identity Proof of Building Owner.
7. Documentary proof of previous expertise in running an educational institute/training centre.
8. Tie-up documents with Company / Industry / Hospital / Hotel / Laboratory (Relevant to the course applied).
9. Course wise list of proposed teachers and Co-ordinator with their educational Qualifications and Experience.
10. Photo Copy of Education and Experience Certificates of the proposed Co-ordinator and Course(s) teacher(s).
11. Copies of the Consent letters given by the proposed Co-ordinator and Teachers.
12. Copy of Demand Draft of fees.
13. Fire & Safety Certificate of ear-marked building for the VSD Centre.
14. Sanitary Certificate in the name of the ear-marked building for the VSD Centre.
15. Income tax return filed copy of the Trust (10 B certified) [or] Audited statement of trust for the previous year (2023-2024).
16. Caution Deposit of Rs.25,000/- in the form of D.D in favor of "The Registrar, M.S.University, payable at Tirunelveli. (You are also directed to collect the Fixed Deposit receipt available in the office alongwith the NOC issued by the Registrar to encash the F.D. amount after submitting the Demand Draft of Rs.25,000/- as Caution Deposit to the office of the Directorate of Vocational Education)

Important Note:

- ◆ Incomplete Applications and Applications without necessary enclosures will be rejected without any explanations.
- ◆ Annexure / Enclosure documents to be signed by the President / Secretary / Managing Trustee of the Society.
- ◆ Any Centre who seeks renewal after three years of initial approval will be given approval only with re-inspection.
- ◆ Re-inspection application along with inspection fee has to be separately submitted by centre / Trust President.
- ◆ Applications without functional contact e-mail address will not be considered (All Communications from University will be informed by e-mails to the given email address of your trust only).
- ◆ Covering letter along with D.D. in favour of "The Registrar, Manonmaniam Sundaranar University", payable at Tirunelveli and sent to **Dr. S. Kalidoss, Director, Directorate of Vocational Education, Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli - 627012. on or before the last date 30.04.2024.**